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ABSTRACT

The functions and responsibilities of a school library and of the library personnel are presented in this handbook for parent library volunteers. Topics covered are: (1) the role of the library media center; (2) an outline of a volunteer's duties and daily routines; (3) the responsibilities of the district library specialist, the teacher, and the library chairman; (4) the materials circulation procedure, with a sample form letter to report lost books; (5) a description of the arrangement of books and audiovisual materials; (6) the instructions on the use of the card catalog; (7) a one-page summary of the Dewey Decimal Classification System; and (8) definitions of the types of audiovisual materials available. (JW)

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HANDBOOK for LIBRARY VOLUNTEERS

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SAN BRUNO PARK SCHOOL DISTRICT
CURRICULAR SERVICES CENTER

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Dr. Robert Rottman, Associate Superintendent of Instruction
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Clara MacDonald, District Library Specialist

IR060011

Sept., 1976,
Rev.

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ROLE OF THE LIBRARY-MEDIA CENTER

In setting up a Library-Media Center in each school, the San Bruno Park School District hopes to effect an educational program that will enable every child to educate himself to his fullest capacity and in the way that suits him best.

> *You cannot teach a man anything. You can only help him find it himself.*
>
> Galileo, 1564-1642

To give all of our students and teachers free access to their Library-Media Center all day and every day of the school week, we need and welcome parent library volunteers. Their help is invaluable to the school district.

Volunteers will have the support and assistance of the School Principal, who is the on-site supervisor; the District Library Specialist, the PTA Library Chairman, and all of the teachers.

This manual provides guidelines for the operation of our K-5 Library-Media Centers and will be adapted to meet the particular needs of each school.

DAILY ROUTINE

1. Sign in on binder in office.
2. Wear name badge.
3. Check physical condition of room: doors, lights, neatness of room in general.
4. Check date due stamp.
5. Check class visit schedule.
6. Check Library Communications Notebook.
7. Check-in returned library materials.
   a. Be sure that author, title, & accession number agree on check-out card and pocket.
   b. Cross off name of last borrower.
   c. Set aside on specially marked shelves.
      1) Materials for which you cannot find check-out cards
      2) Books that need new check-out cards
      3) Anything that needs mending
8. Check-out materials to classes, to teachers and to individual students who come in on passes.
   a. Each student signs his name on the first empty space on check-out card & takes book & card to check-out table to be stamped with the date due by a parent volunteer.
   b. Student check-outs are filed behind their room numbers.
   c. Teachers sign their names on check-out card and insert in book pocket an orange colored card with teacher's name on it. No date due is stamped on materials they borrow.
   d. Teacher check-outs are filed in separate file behind teacher's name.
   e. Date due for students will vary from school to school - is approximately two weeks.
   f. How many books may a child borrow at one time?
      1) Ask the teacher when the class makes its first visit to the library. Note this information on room guide in charging file.
   g. Overdues: Teacher is responsible for seeing that the students in his/her room return borrowed materials. We do not charge fines.

      Overdue lists will be prepared at all schools at mid-year and toward the end of the term (May). Where there is sufficient volunteer help, such lists may be issued more frequently.
9. Shelving and filing returned books and A-V materials:
   a. First check to be sure correct card has been placed in pocket.
   b. If there is a quantity of material, it will help to separate it into four groups: E books, fiction, non-fiction, and A-V, before starting to shelve.

(Continued on next page)

DAILY ROUTINE
(Continued)

10. Reading shelves: When time permits, each person should check a few shelves and put materials in order.

    If each volunteer takes responsibility for a small section of the library, it should stay in fairly good order.

11. Closing Library: If no one has arrived to replace you and/or you are the last person working that day, so notify the office before you leave.

12. Suggestions - Questions - Problems:

    a. Write them in the Library Communications Book where the Library Chairman will see them.

    b. If the question requires an immediate answer, dial Clara MacDonald at CSC, Ext. 63. She and her co-workers, Carole Lee and Peg Moor, will be glad to assist you in any way they can.

    c. If the problem involves school policy relating to children, consult with your school principal.

DUTIES OF PARENT LIBRARY VOLUNTEERS

1. Wear a name tag while on duty so that teachers and students will become familiar with your name.

2. Sign in at the school office upon arriving at the school.

3. Assist students and teachers in locating the materials they want.

4. Check out books and audio-visual materials to students and teachers. Try to see that everyone has signed for materials being taken from the library.

5. Check in returned material.

6. File check-out cards for all library materials as directed.

7. Shelve books and audio-visual materials that have been returned and checked in. Recheck each item to make sure it is accompanied by the proper card.

8. Read shelves assigned to you, arranging books and A-V material in correct order. Straighten shelves and counters as needed.

9. Set aside on specially marked shelves:
   a) Books for which you cannot find check-out cards
   b) Books in need of repair
   c) Books needing new cards typed

   DO NOT type and place in books new check-out cards unless requested to do so by the Library Chairman.

10. Help to plan exhibits and decorate library bulletin boards.

11. Assist with preparation of overdue notices.

12. Assist with annual end-of-the-year inventory of materials.

To make the Library-Media Center function as smoothly as possible, please ...

1. Be prompt and regular. If you are absent we may have to lock the library.

2. If you cannot come as scheduled, call your library chairman and the school secretary.

3. When a teacher brings a class into the library, introduce yourself to the teacher and offer your help as needed. You are in charge of checking out materials to students and teachers. Inform the teacher if you know that some students in the class have overdue books.

4. Check the Library Communications binder for messages from the Library Chairman and from other volunteers.

RESPONSIBILITIES OF DISTRICT LIBRARY SPECIALIST:

1. Evaluate and select new library materials in cooperation with the teachers in each school.
2. Order and process all book and A-V materials for the Library-Media Centers. File all cards in school card catalog.
3. Train library volunteers
4. Work with School Principals and School Library Chairmen on the general functioning of the library. Visit each Library-Media Center periodically.

RESPONSIBILITIES OF THE TEACHER:

1. Schedule periodic class visits to the school library. Teacher must accompany and stay with class in the library.
2. Maintain over-all discipline of the children when in the library. (Do not allow the students to change the date due stamp.)
3. Help the students select books, use the card catalog and locate needed information.
4. In the absence of volunteer help, see that books are checked out and returned books checked in.
5. When parent volunteer is present, allow that person to check out all material.
6. See that students return borrowed materials on time. (Have a student list those with overdues while class is in the library.)
7. A volunteer parent must be present when students are sent to the library on a pass; no more than three students at a time may be sent on a pass.

RESPONSIBILITIES OF THE LIBRARY CHAIRMAN:

1. Know the library, its materials and its staff.
2. Work with the Principal in recruiting volunteers.
3. Work with the District Library Specialist and the School Principal. Assign volunteers to scheduled times and duties and arrange a schedule of class visits.
4. Provide name tags for volunteers.
5. Inform volunteers of the library schedule and changes in this schedule, such as holidays, etc.
6. Keep an up-to-date list of substitutes available for volunteers.
7. Bring questions or problems to the attention of the District Library Specialist.
8. Order needed supplies (Dial Ext. 63).
9. Keep in mind the over-all program of the library and request special workshops or training sessions when needed.
10. Unpack and display new books. Save catalog cards for District Library Specialist to file.

CIRCULATION PROCEDURE

There may be variations and more specific rules in each school which will be explained to you.

1. Student should sign name and room number on first unfilled line of check-out card.

2. All materials, book and non-book, are checked out for approximately two weeks, unless a sticker indicates otherwise (Ref. or Overnight). Be sure date due stamp is set correctly.

3. Date due should be stamped as follows:

   a. On check-out card and on date due slip

   b. In some cases, it is impossible to fasten a check-out card on an A-V item. These cards will be found in a file on the desk.

4. Place students' check-out cards behind their room numbers in alphabetical order by authors. If no author is listed, file by the title.

5. No check-out cards are to leave the library.

6. Filled check-out cards: If card is filled, clip a new card to it and have the child sign on the first line. Type new card when time permits or file in place designated for "New cards to be typed".

7. Renewing books: Books may be renewed once. Locate check-out card. Stamp new date due on card and on date due slip. Child must sign his name again on card.

8. Checking in materials: Double-check author, title, and accession number before replacing card in pocket.

9. Lost books: When a child reports a book lost, try to find check-out card and note "lost" on it. Leave a note for the Library Chairman who will contact the student re the cost of the book. A form letter has been prepared to send home to parents if lost book is not paid for promptly. (See next page for sample copy.)

10. A-V Materials

    a. Checked out in the same manner as books

    b. Student may borrow tape cassettes (but not cassette players), records, picture sets, book/records (but no filmstrips, film loops, or sound filmstrips except with a note from the teacher.)

    c. Teachers may borrow any A-V materials.

    d. Library has no A-V machines to lend. Such requests should be referred to the Principal. Teachers will have A-V equipment in their rooms.

11. Teacher check-out procedure

    a. Teacher signs his or her name on check-out card and places an orange card in book pocket with his/her name on it.

    b. No date due is stamped on teacher check-outs

    c. File check-out cards behind teacher's name in designated file box.

(Continued - next page)

CIRCULATION PROCEDURES
(Continued)

12. Overdues: Teachers are responsible for seeing that their students return materials when due. No overdue notices will be prepared by the volunteer library staff except at mid-year and the close of the school year (May) unless the School Library Chairman feels she has enough volunteers to handle such a job throughout the school year.

* * *

Sample form letter for lost books:

SAN BRUNO PARK SCHOOL DISTRICT

Dear Parent:

The following book,_____, was checked out by your child from the_____School Library. This book was due back in the library on_____

Will you please check with your child for the book and look for it at home. If the book is lost, the replacement cost is_____.

If you wish further information, please call the PTA Library Chairman.

Thank you.

PTA Library Chairman_____

Phone number_____

_____

School Principal

ARRANGEMENT OF BOOKS AND AUDIO-VISUAL MATERIALS IN THE MEDIA CENTERS

1. Fiction - Imaginary books

   a. Arranged in alphabetical order according to the author's last name. (If there are several titles by the same author, arrange them in alphabetical order by title.)

   b. Authors' names beginning with Mc and Mac are filed as though they were all spelled Mac and precede authors' names beginning with M.

      Example: McCloskey, Robert
      MacDonald, Betty
      McGraw, Eloise
      MacGregor, Ellen
      Martin, Patricia

   c. SC - These are collections of short stories. They are shelved at the end of the Fiction section.

2. E Books - Arranged in the same way as Fiction. Includes easy-to-read stories and books of information for the primary grades.

3. Non-Fiction - Factual books and a section of folk and fairy tales.

   a. Arranged in numerical order according to the Dewel Decimal System of Classification. In this system, the books are divided into ten classes, according to the subject of the book and these ten classes are sub-divided to bring together books on specific subjects. (See separate chart)

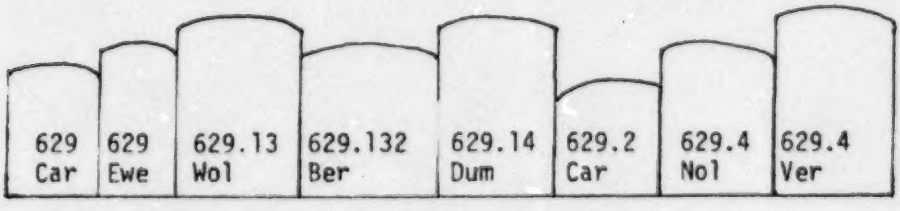
   b. Non-Fiction call number: 940.54 (Classification number)
      Tre (Letters of author's last name)

   c. Biography - Written story of a real person's life is indicated by the number 921.

      1. The letters below the 921 stand for the person the book is written about, so that all books about a particular person are together on the shelf.

      2. Biography call number: 921 (Biography)
         Lin (Lincoln)

   d. The non-fiction books are shelved from the smallest to the largest number, remembering to include the numbers after the decimal. Several books with the same classification number are then arranged alphabetically by the author's last name.



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ARRANGEMENT OF BOOKS AND AUDIO-VISUAL MATERIALS
IN THE MEDIA CENTER
(Continued)

4. Reference Books - R or Ref - Factual books which are not usually checked out of the library. They are shelved in a special section.

   a. These books may not be checked out by students but may be used in the library.

   b. Teachers may check these books out for a short period of time

5. Paperbacks - These are filed on shelves or on racks apart from hardback books. Unlike hardbacks, there are no author and subject cards for paperbacks. A title index to the paperbacks is in the last drawer of the card catalog.

6. Pamphlets - District Librarian will tell you where these are housed

7. Teachers' Professional Books - are filed in a special section apart from students' books. In some schools, these are kept in the teachers' room.

8. Magazines - Each library has a selection of magazines for the students to read in the library or to check out. The District Librarian will give you further details.

9. Audio-Visual material - Location of this material will vary from school to school.

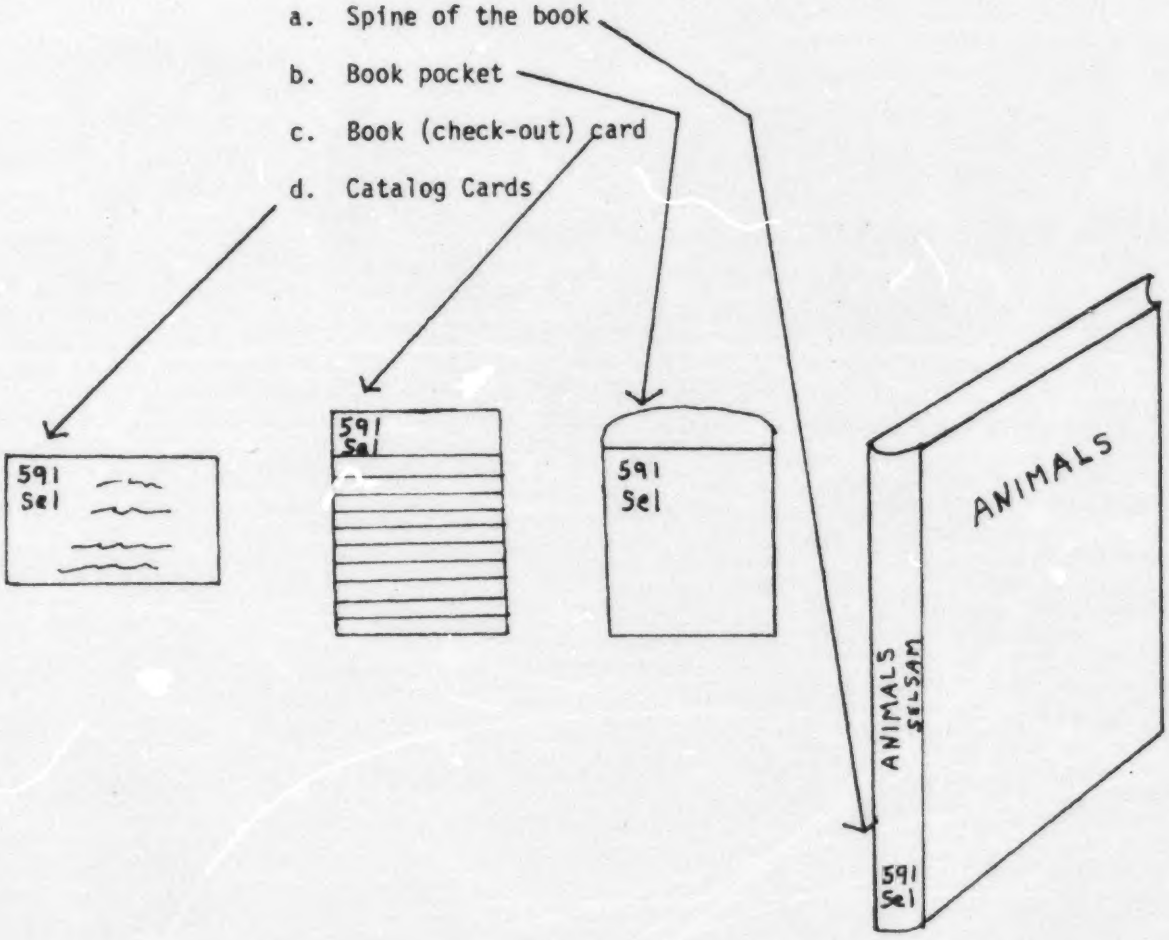
USING THE CARD CATALOG

The card catalog is an index to the library. It is separated into two parts. The author and title cards are in one place, and the subject cards are in another file. This makes it easier for the children to understand and use. If you want to know what books you have by a certain author, you will find a card for each filed under the author's name. If you want a specific book, you will find a card for it filed under its title. If you want a book about a certain subject, you will find the cards filed under the subject, e.g., INSECTS. Subject cards have the subject type in all capital letters.

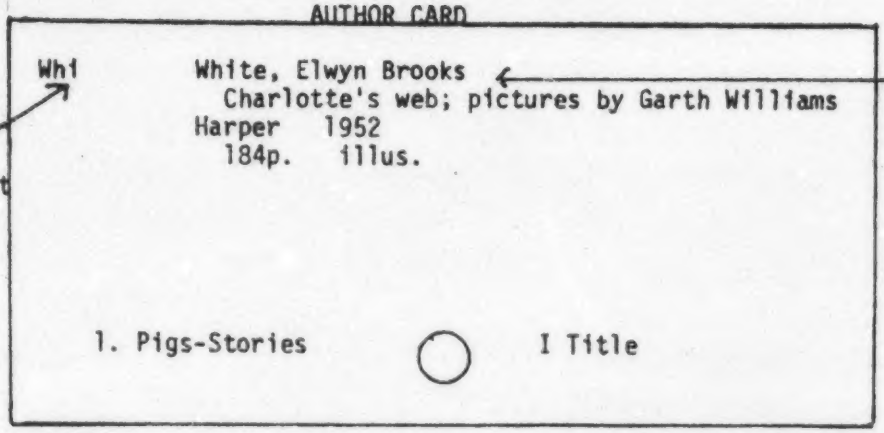
The CALL NUMBER in the upper left hand corner of the subject, title and author cards is the key to locating the book in the library. For fiction books, the call number is the first three letters of the author's last name. For easy books, an "E" precedes these author initials. For non-fiction, the call number is the Dewey number above the three author initials.

The CALL NUMBER is always found on the

a. Spine of the book
b. Book pocket
c. Book (check-out) card
d. Catalog Cards



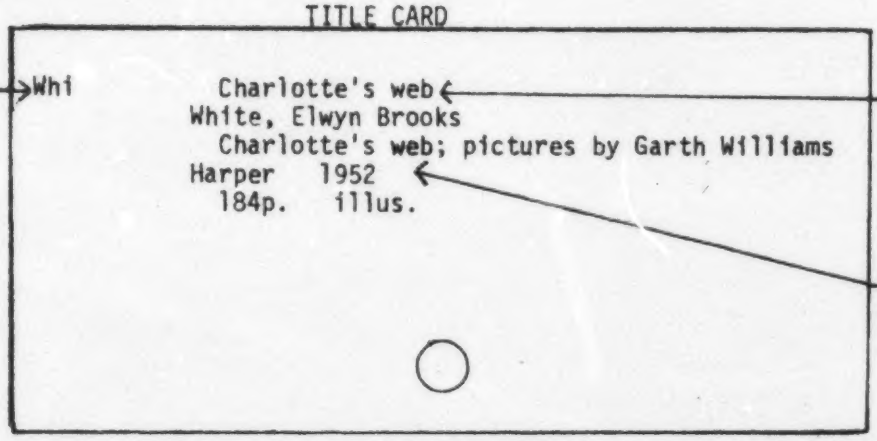
AUTHOR CARD



*The call number is located in the upper left hand corner

On the author card, the name of the author is printed on the first line.

TITLE CARD

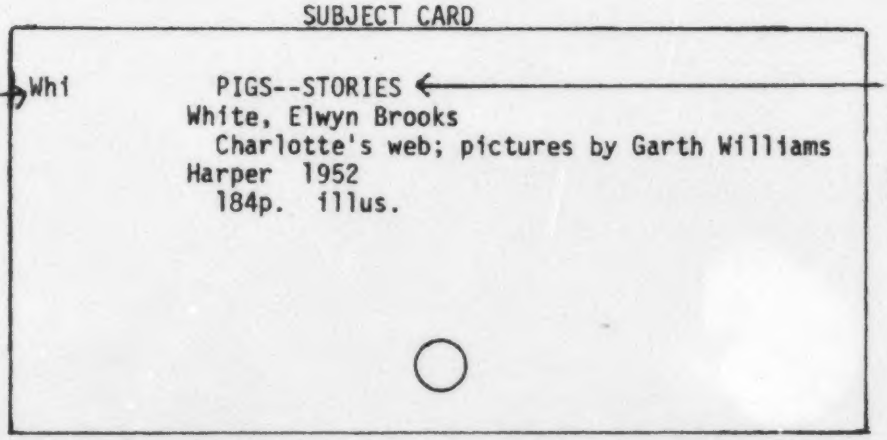


*Call Number

On the title card, the name of the book is printed on the first line

It is repeated below the author's name

SUBJECT CARD



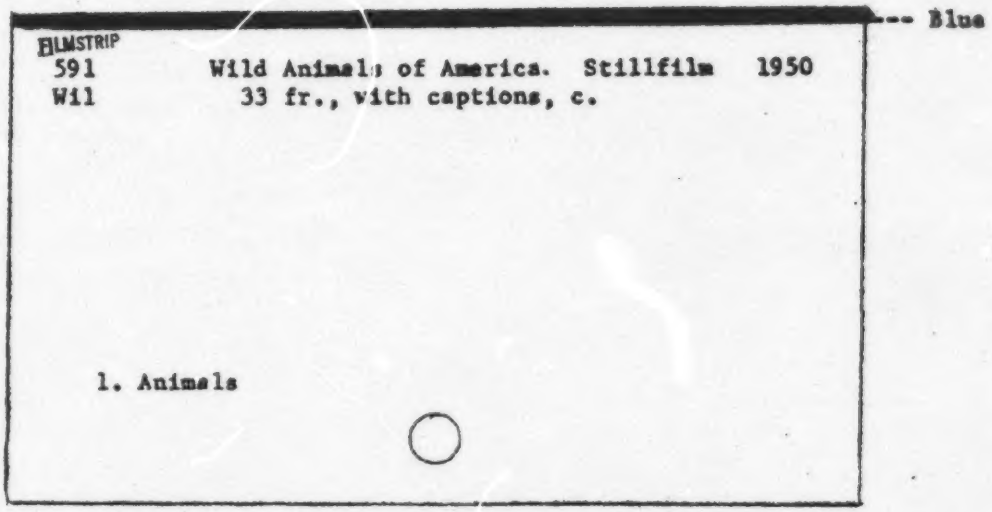
*Call Number

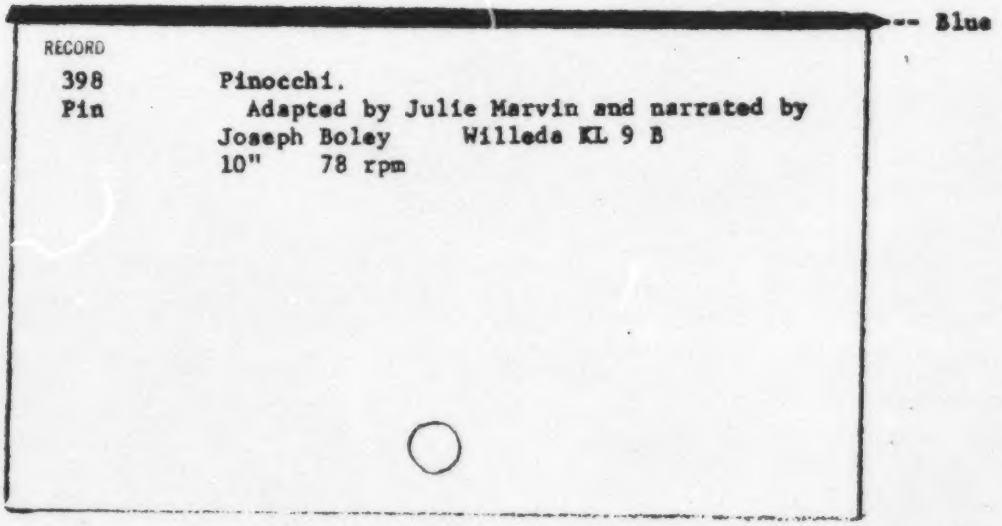
On the subject card, the SUBJECT is printed in CAPITAL letters on the first line

*The term, "Call NUMBER," is used for all such designations as this. It is used for fiction books which carry only the three author initials, for "E" (easy) books, and for SC (story collections), as well as for non-fiction books which do have a Dewey number.

EXAMPLES OF CATALOG CARDS FOR NON-BOOK MATERIALS -

Since most audio-visual materials do not have formal authors, the main entry for such items is the title of the filmstrip, picture set, etc. We, therefore, have given each item a classification number, as we do to books, but the three letters below the classification number refer to the first three letters of the title. Unlike books, all media cards have a colored stripe (usually blue) across the top.





DEWEY DECIMAL CLASSIFICATION

000 - 099	General Works Encyclopedias, periodicals, book lists, books about the library
100 - 199	Philosophy Psychology, conduct, personality
200 - 299	Religion and Mythology
300 - 399	Social Sciences Economics, government, education, law, holidays, etiquette, folklore, legends, fairy tales
400 - 499	Language Grammars, dictionaries, books about foreign languages and the English language
500 - 599	Pure Science General science, mathematics, chemistry, physics, astronomy, geology, biology, botany, animals
600 - 699	Applied Science (Technology) Engineering, agriculture, health, automobiles, airplanes and space travel, cooking, care of pets
700 - 799	Fine Arts and Recreation Art, hobbies, music, sports, recreation
800 - 899	Literature Poetry, plays, essays, speeches
900 - 999	History Geography, history of all nations, travelogues, biography

All non-fiction book and non-book materials are classified according to the Dewey Decimal System.

* * * *

Non-fiction books using the Dewey Decimal System are shelved according to numerical value. Books with a lower numerical value are shelved in front of those with a higher numerical value.

Imagine the Dewey number in terms of dollars and cents. The number before the decimal point would be the dollar. The number after the decimal point would be the cents. Take the following examples: 121.15 and 121.4. When you first look at these numbers, it would appear the 121.15 is of greater numerical value than 121.4.

Now change the numbers to read $121.15 and $121.40. You can see that $121.15 is of lower numerical value than $121.40. Therefore, the book with call number 121.15 is of lower numerical value and would be shelved ahead of 121.4

TYPES OF AUDIO-VISUAL MATERIAL

Filmstrip	A connected strip of several frames of stationary pictures on a single subject, usually captioned and in color; designed to be shown on a viewer
Sound Filmstrip	A filmstrip accompanied by either a record or cassette tape
Film loop	A super-8 mm motion picture that may be run continuously. Comes in a plastic container that slips into an easily-operated projector. Currently, all available loops in the district are silent films. (Note: Loop should be shaken prior to putting in the machine.)
Kits	A combination of two or more different A-V media
Transparencies	A large slide for use on an overhead projector
Realia	Real objects or specimens used in teaching and learning situations
Picture	Sets of pictures, housed together and covering a single subject
Book/Records Book/Cassettes	A book with the text repeated on either a record or cassette
Slides	Normally come in sets, usually housed in a carousel
Tape Cassettes	Recordings on tape enclosed in a small cartridge
Records	Disc recordings